

Message

From: McKim, Beverly [Mckim.Beverly@epa.gov]
Sent: 12/15/2017 1:22:59 AM
To: Pittman, Rick [Pittman.Rick@epa.gov]; Andrews, Robert [Andrews.Robert@epa.gov]
Subject: Fwd: RTP RTF contracting strategy
Attachments: RTP Transition - docs; ATT00001.htm

FYI

Begin forwarded message:

From: "McKim, Beverly" <Mckim.Beverly@epa.gov>
Date: December 14, 2017 at 7:55:52 PM EST
To: "Tharp, Scott" <Tharp.Scott@epa.gov>, "Werwick, Brad" <werwick.brad@epa.gov>
Cc: "Watkins, Tim" <Watkins.Tim@epa.gov>, "Gonzalez, Daniel" <Gonzalez.Daniel@epa.gov>, "Baker, Todd" <Baker.Todd@epa.gov>, "Lucas, Cara" <Lucas.Cara@epa.gov>, "Gardner, Jason" <Gardner.Jason@epa.gov>, "Shoffner, David" <Shoffner.David@epa.gov>, "Struble, Edward" <Struble.Ed@epa.gov>, "Brunson, Gerald" <Brunson.Gerald@epa.gov>, "Schumacher, Brian" <Schumacher.Brian@epa.gov>, "Jones, Jack" <jones.jack@epa.gov>
Subject: FW: RTP RTF contracting strategy

Scott and Brad,

As requested, below is some follow up information related to our discussion of how to contract for transition related move tasks (general mover, specialty vendors/movers, chemical moves, and refrigerator/freezer moves).

Jason Gardner works in RTP OARM and was the Project Manager for the Construction of the A Office Building and the Transition of the labs and staff from the RTF building to the Main Campus. Dave Shoffner was the Project Manager for the RTF EDDP project.

Jason pulled out some of the readily available SOWs, see attached email. Below is one the most pertinent paragraphs. It should be noted that the RTF building and the RTP Main Building are just a couple of miles apart therefore the ORD NERL SDEM office (Todd and Cara) were able to assist with the chemical move. In both Las Vegas and Athens we are trying to minimize the chemicals and standards that will need to be moved. We are also working to minimize the number of refrigerators and freezers that need to be moved. But we should anticipate there will be some.

1. The contractor shall obtain and manage the service of the general or specialty movers (i.e. relocate a floor centrifuge) associated with laboratory migration renovation and any re-distribution of lab staff associated with the moves. This task includes the following activities:
 - a. Provide general movers/specialty movers and oversee the moves including any specialty movers which may be needed.
 - b. Conduct a walk-through of existing, renovated and newly constructed space with general/specialty movers to ensure understanding of move requirements.
 - c. Provide the necessary packaging materials for moving of lab/office (i.e., moving crates, moving labels, bubble wrap, etc.). The EPA staff will be responsible for packing their material. The contractor will be responsible for safely transporting the material to its new locations.
 - d. Barcode all crates, equipment and material relocated during moves in order to establish complete control from start to finish.

- e. Provide necessary coordination to oversee chemical moves associated with lab moves. EPA shall provide any necessary containers for chemical moves, therefore no supplies will be required by the contractor. EPA will utilize Safety Health and Environmental Management (SHEM) Team to move chemicals.
- f. Coordinate the schedule and moves for the specialty equipment including those equipment which requires assistance from vendors, manufactures and other resources to assure equipment is safely moved and returned to optimal operational parameters and/or to maintain current documented warranties. If the specialty vendor documentation states they must move the equipment the contractor will be responsible for paying this services.

The information provided should help us think through the contracting strategy associated with laboratory moves (specialty vendors, chemicals, and refrigerator/freezers) for both Las Vegas and Athens.

I will follow up with you tomorrow.

Thank you,
Beverly

From: Gardner, Jason
Sent: Thursday, December 14, 2017 5:23 PM
To: McKim, Beverly <Mckim.Beverly@epa.gov>
Subject: Re: RTP RTF contracting strategy

That is correct Beverly. Our transition contractor handled all transition activities including move services.

Thanks.

JGardner

On Dec 14, 2017, at 5:04 PM, McKim, Beverly <Mckim.Beverly@epa.gov> wrote:

Hello Jason,

As I remember there were 2 contracting vehicles utilized for the recent NHEERL relocation (move of the laboratories and staff) from the RTF building to the main campus.

One contract was for EDDP tasks and one was for Transition tasks.

Again as I remember, the contract for Transition support included:

- Preparation for staff and labs to move
- Getting specialty vendors like Agilent etc. to prep the equipment for the move and recalibration of the equipment after the move as necessary
 - If the lab equipment required the specialty vendor to actually move the equipment this was also included
- Chemical mover
- Moving refrigerators and freezers

- General mover to move the crates, boxes and office related equipment, laboratory supplies, and all laboratory equipment not moved by a specialty vendor
- Packing supplies

Please confirm.

Thank you,
Beverly